



1325 East Keith Road
 North Vancouver, BC, V7J 1J3
 (604) 980-1205 Tel
 (604) 980-1805 Fax

North Star Montessori COMMUNICABLE DISEASE PREVENTION PLAN

Understanding the Risk

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable diseases that may circulate in a workplace include Covid-19, norovirus and seasonal influenza.

Preventing communicable diseases involves taking ongoing measures to reduce the risk of communicable disease transmission at North Star. It also involves implementing additional measures when advised to do so by Public Health during periods of elevated risk.

The risk level of certain communicable diseases, including Covid-19, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within a certain workplace. Specific policies for specific diseases will be developed as required, including but not limited to Covid-19.

North Star's Head of School has reviewed industry-specific protocols, measures, practices, and policies from WorkSafeBC, BCCDC and the Ministry of Education and in collaboration with frontline staff has implemented protocols to reduce the risks.

We have a plan in place to monitor risks and watch for updates from WorkSafeBC, BCCDC and the Ministry of Education. We make changes to our policies and procedures as necessary.

Implementing Measures, Practices and Policies to Reduce the Risk

To prevent the spread of communicable diseases, North Star Montessori has implemented the following policies. Policy details are contained in the North Star Montessori Policy Manual.

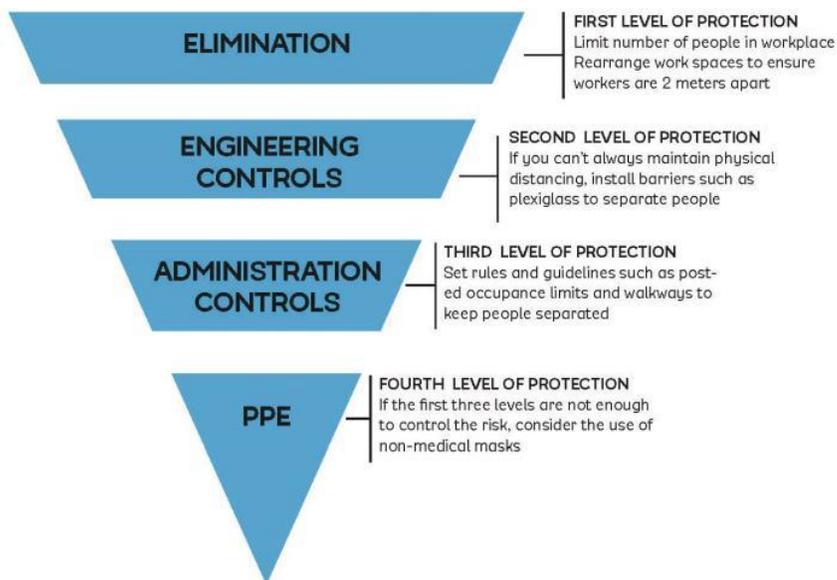
- Immunization and Communicable Diseases
- Student Illness Policy
- Staff Illness & Substitute Procedure

Staff illness & substitute procedures are distributed to staff and reviewed with them annually by the Manager of School Operations.

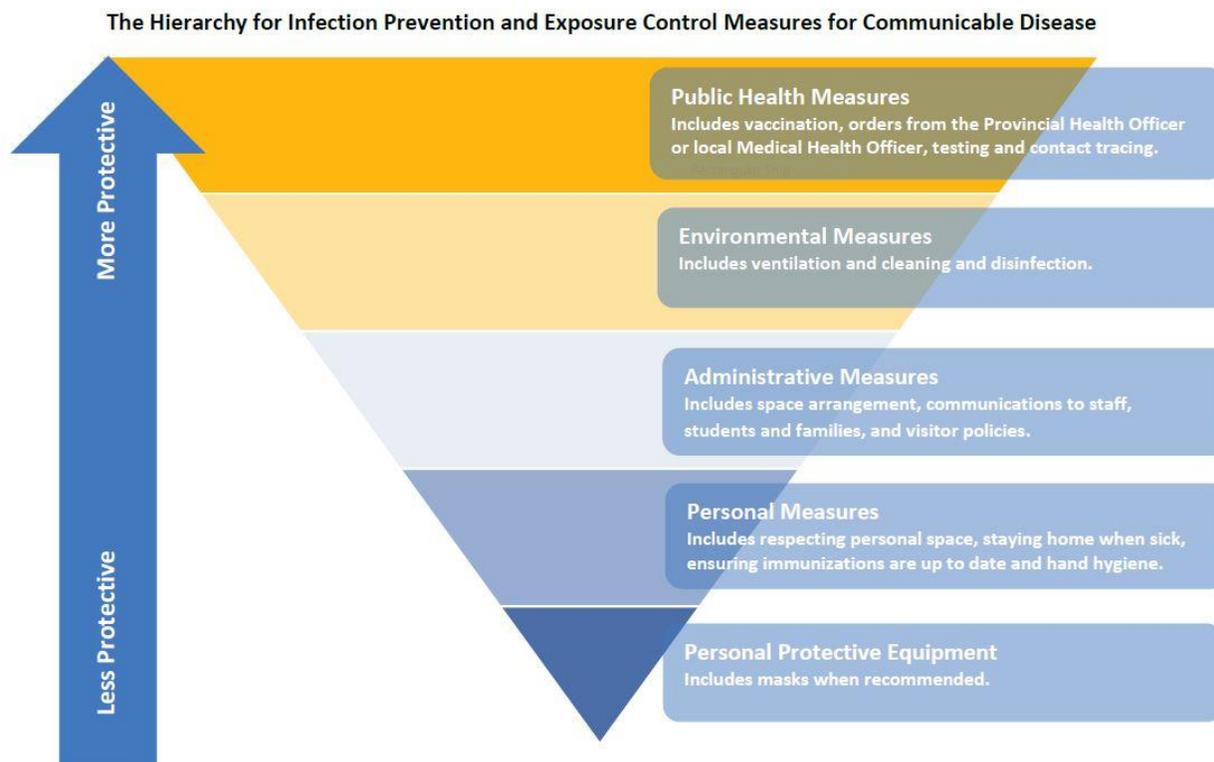
For more information on Covid-19 protocols and procedures please see the Covid-19 Health & Safety Procedures Handbook for Staff & Parents.

Different protocols offer different levels of protection. Wherever possible, we will use the protocol that offers the highest level of protection. We will consider controls from additional levels if the first level isn't practicable or does not completely control the risk. North Star will incorporate controls

from various levels to address the workplace risk. Below is an example of how the various levels are used to prevent the spread of Covid-19.



The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of Covid-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of Covid-19 is substantially reduced.



Public Health Measures

- Information and measures are communicated to the school community via email, school information system, posters etc. to support awareness and compliance.

Environmental Measures

- Learning spaces are arranged to maximize the space available and to avoid people directly facing one another (where possible).
- Frequently touched surfaces are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day.
- Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.

Cleaning & Disinfecting

We have implemented cleaning protocols for all common areas and surfaces. This includes the frequency that these items must be cleaned.

- Frequently touched objects and surfaces (chairs, doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets) will be cleaned and disinfected minimum once in a 24 hour period (once during the school day).
- Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.
- Custodial company cleans each evening Monday to Friday. Deep cleaning occurs during Winter, Spring & Summer breaks.
- Frequency and areas/surfaces of daily cleaning will be increased and electrostatic spraying used during times of high risk.
- Practices are in place to clean and disinfect any surfaces a person's bodily fluids have contacted after they displayed signs of illness.

Ventilation & Air Exchange

At this time, there is no evidence that a building's ventilation system, in good operating condition, contributes to the spread of communicable disease.

- HVAC system was updated and replaced mid-2020.
- High quality air purifiers are throughout the school as an added precaution.
- Windows are opened when weather permits.
- In the event the HVAC system is temporarily compromised, air purifiers are already in place and running and windows would be opened. Additionally, students would spend more time outdoors.

Administrative Measures

Physical Distancing & Minimizing Physical Contact

- School gatherings and events will be held virtually.
- Extra-curricular activities are currently on hold.

- Curriculum programs and activities operate in alignment with the Provincial Covid-19 Communicable Disease Guidelines for K-12 Settings.
- Only staff & students are permitted to enter the school facility. Parents and caregivers (Infant & Toddler excluded) will not be permitted to enter the facility, except in the case of a pre-scheduled meeting or emergency, in order to minimize the number of people on-site. In the event that a parent or non-staff member must enter the facility, they will be required to complete a health check, wear a mask, sanitize their hands, practice diligent hand-hygiene and be physically distant from all staff, students & visitors when in the school.
- Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.
- Masks are not a replacement for the need for physical distancing for in-class instruction delivered to students.
- Staggered start and transitional times have been implemented to prevent crowding.
- Avoid close greetings (hugs, handshakes etc.) and face to face interactions. Students will be regularly reminded about keeping their “hands to themselves”.
- Furniture in classrooms and staff areas will be minimized for maximum floor space.
- Students and staff will not share food.
- Recess/lunch and transition times will be staggered to provide a greater amount of space for everyone.
- Protocols for safe movement and directional flow in common areas have been established using directional arrows, 2 metre distance indicators etc.
- Staff only spaces will have limited capacity and physical distancing requirements.
- Staff meetings will be held virtually.
- Staff and other adults are required to complete a daily health check, verified by administration, prior to entering the school.
- In indoor spaces there is enough room to carry out intended activities without involuntary physical contact.
- Spaces are configured to maximize space between people.
- There are processes in place so ensure substitutes and visitors are aware of the school’s health & safety measures and their responsibility to follow them at all times.

Drop-off and Pick-up

Elementary

- Parents are responsible for completing a daily health check of their child(ren) prior to coming to school. These health checks do not need to be submitted. The BCCDC K-12 daily health check app for students can be accessed at: <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>. If a student is unwell, they should stay home.
- Students will have staggered start times. Parents are not permitted to enter the school grounds or facility with their child except as scheduled or pre-arranged.
- Staggered start times **must** be observed so that students are not entering or exiting the facility at the same time. This includes siblings.

- Parents may drop-off students at the front gate allowing them to exit the car on the east side of the street so no students are required to cross the street.
- If students & parents arrive before the gate opens, they will ensure they are distanced from other students & parents. If parents cannot be physically distant from other parents/students and staff **at all times during drop-off**, they are asked to wear a mask.
- Once the gate is open, Elementary students (grade 1-6) can proceed up the stairs to the front door where they will be greeted by a staff member.
- Students in Grades K-6 are required to wear a mask upon entry to the indoors.
- Students will be instructed on how to be physically distant using the distance prompts in the hallway and the floor will be marked with directional arrows.
- Once students put away their belongings, change into their indoor shoes, and line up they proceed directly to the classroom.
- Upon entering the classroom, students are required to wash their hands with soap and water as outlined by the BCCDC.
- A staff member will bring students downstairs to the front gate for pick-up. If the area by the gate is full, please wait at a distance until a space opens up. Parents should not wait on the steps/ramp to the gate.
- If you cannot be physically distant from other parents/students and staff **at all times during pick-up**, we suggest wearing a mask.
- If remaining in your car, you may enter the pick-up area directly in front of the gate and your child will be dismissed to immediately enter your vehicle.
- Once your child has been dismissed, please clear the general area including the grassy strip along the building. This includes families that may have a child in another learning group that has not yet been dismissed.
- More information on what to do when you are late or have an early pick-up can be found in the Covid-19 Health & Safety Procedures Handbook for Staff & Parents.

Casa

- Parents are responsible for completing a daily health check of their child(ren) prior to coming to school. The BCCDC app can be accessed at: <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>. If a student is unwell, they should stay home.
- Students will have staggered start times. Parents are not permitted to enter the school grounds or facility with their child except as scheduled or pre-arranged.
- Staggered start times must be observed so that students are not entering or exiting the facility at the same time.
- Parents will line-up outside of the street level gate and wait for their classroom teacher to greet their child. If the area is full, please wait at a distance or in your vehicle until space opens up
- If you cannot be physically distant from other parents/students and staff **at all times during pick-up**, we suggest wearing a mask.
- The group will proceed upstairs together.
- Students will be instructed on how to be physically distant using the distance prompts in the hallway and the floor will be marked with directional arrows.

- Once students put away their belongings, change into their indoor shoes, and line up they proceed directly to the classroom.
- Upon entering the classroom, students are required to wash their hands with soap and water as outlined by the BCCDC.
- A staff member will bring students downstairs to the front gate for pick-up. Parents can remain distant using the yellow distance markers. Parents should not wait on the steps/ramp to the gate.
- If you cannot be physically distant from other parents/students **at all times**, we suggest wearing a mask.
- Once your child has been dismissed, please clear the general area including the grassy strip along the building.
- More information on what to do when you are late or have an early pick-up can be found in the Covid-19 Health & Safety Procedures Handbook for Staff & Parents.

Hygiene and Handwashing Policies & Procedures

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of communicable disease. BCCDC handwashing posters are displayed in the washroom and at handwashing stations.

We have reviewed the information on cleaning and disinfecting surfaces and have policies and procedures in place to ensure adherence to guidelines. North Star Montessori has protocols in place that specify when staff and students must wash their hands. Teachers communicate good hygiene practices to students. Frequent handwashing and good hygiene practices are essential to reduce the spread of communicable diseases.

During a period of elevated risk, North Star Montessori may implement additional policies and practices in accordance with the highest recommendations from Public Health.

Hygiene:

- Follow BCCDC's handwashing poster guidelines as displayed in the washrooms and at handwashing stations
- Enforcing vigorous handwashing hygiene regularly, including before and after eating, using the washroom, etc.
- Avoid touching your eyes, nose and mouth

How to Hand wash

- Wet hands with warm (not hot or cold) running water
- Apply liquid soap or foam soap
- Lather soap covering all surfaces of hands, rubbing vigorously for 20-30 seconds
- Rinse thoroughly under running water
- Pat hands dry thoroughly with paper towel
- Use paper towel to turn off the tap

How to Use Hand sanitizer

- Ensure hands are visibly clean (if soiled, follow handwashing steps)
- Apply about a loonie-sized amount or 1-2 sprays to your hands
- Rub all surfaces of you hand and wrist until completely dry

Personal Measures

- Parents and students are reminded of their responsibilities to complete a Daily Health Check and are provided with resources on how to complete one.
- Staff and students are reminded to stay home when they are sick.
- Practices are in place to appropriately respond when a staff member, student or other person develops symptoms of illness while at school.

Staff Illness

If a staff member develops any symptoms of illness they must stay home.

If a staff member develops symptoms at work they should go home as soon as possible.

If they are unable to leave immediately:

1. Provide staff with a mask if they do not have one.
2. Symptomatic staff should separate themselves into an area away from others.
3. Maintain a distance of 2 metres from others and continue to wear their mask while they wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g. classroom, bathroom, common areas).
5. Request the staff member stay home until Covid-19 has been excluded and symptoms have improved.

Student Illness

If a student develops any symptoms of illness parents or caregivers must keep the student at home.

If a student develops symptoms at school North Star will take the following steps:

1. Provide student with a mask if they do not have one.
2. Immediately separate the symptomatic student from others in a supervised area.
3. Contact the student's parent or caregiver to pick them up as soon as possible.
4. Where possible, maintain a 2 metre distance from the ill student, while continuing to wear your mask.
5. Avoid touching the student's body fluids (e.g. mucous, saliva). If you do, practice diligent hand hygiene.
6. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g. classroom, bathroom, common areas).
7. Request the student stay home until Covid-19 has been excluded and symptoms have improved.

Parents or caregivers must pick-up their child as soon as possible if they are notified their child is ill.

Covid-19 Exposure at School

North Star will closely monitor school attendance data to determine if they have met public-health determined potential activity signal (a threshold that indicates further investigation is warranted by public health to determine if additional actions are required). When met, the school will notify public health and the school community. Public health, led by Medical Health Officers, will continue to lead investigations to determine if additional measures are needed. Public health will also monitor provincial and regional data and will connect with schools if they identify further investigation is needed.

Personal Protective Equipment

- Everyone at school (without exemptions), wear masks in accordance with the PHO Order of Face Coverings.
- North Star works with those with mask exemptions to explore potential strategies to reinforce and enhance other safety measures.
- Masks are available for those that have forgotten theirs.

Communicate Measures, Practices and Policies

North Star will ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at the workplace.

We have training in place to ensure everyone is trained in workplace policies and procedures and all workers receive the policies for staying home when sick.

We have posted signage throughout the school on effective hygiene practices and we have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

All staff are trained on the workplace procedures to ensure policies and procedures are being followed. Anyone with concerns about implementation and adherence to them are asked to speak to the Head of School or Manager of School Operations immediately.

All families receive communication regarding illness policies and procedures. Families must call in every day that their child is absent and if due to illness, provide symptoms. Vancouver Coast Health “Sneezes & Diseases” fact sheet resource is used to communicate information to families.

We will also direct students and staff to consult with office health authorities for up-to-date information regarding a public health issue.

Reinforcing Personal Prevention Practices

- Regular reminders are provided to students, families and staff about the importance of completing a daily health check, staying home when sick and following public health recommendations.

- Parents are responsible for completing a daily health check of their child(ren) prior to coming to school. The BCCDC health check app can be accessed at: <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>. If a student is unwell they should stay home.
- Staff demonstrate and model how to practice personal prevention measures at school (ie. wearing a mask, hand hygiene etc.).
- Trusted information from the BC Centre for Disease Control is shared.

School Closures

In the event the school closes due to a risk of communicable illness, North Star will follow the recommendations and/or requirements of the Public Health Officer, local health authorities, or Ministry of Education. There is a possibility that classes may go online or school may close if there are too many people absent to remain safely and effectively open, depending on how things evolve over the next few weeks.

There are two possible types of school closures:

Health Closure of a school, which is determined by the local health authority due to the Covid-19 case count in, or related to, a school.

Functional Closure of a school, which is determined by the school due to a lack of staff to provide the required level of teaching, supervision, support, and/or custodial services to ensure the health & safety of students. This would likely be due to a high absenteeism of all staff or certain employees required for a school to function and the inability to replace those absences.

Functional school closures will be a measure of last resort, undertaken ONLY when the best efforts to reorganize staffing are unsuccessful. We will communicate out to specific students and families affected or to the whole school community if we are required to move online.

Monitoring the Workplace and Updating Measure & Safeguards

Things may change as our school operates. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and involve workers in this process.

We have a plan in place to monitor risks and watch for updates from WorkSafeBC, BCCDC and the Ministry of Education. We make changes to our policies and procedures as necessary.

Workers know to go to the Head of School or their program level designate with health and safety concerns.

When resolving any safety issues, administration will involve staff & faculty.

We have regular check-ins with staff and on-going risk assessment occurs.